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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

Issued May 11, 1939.

PERFORMANCE SPOT-CHECK PROCEDURE

As provided in SRB-303, "Instructions for Checking and Reporting Performance", a sample consisting of at least two percent of all farms in the State on which performance is checked in 1939 must be spot checked by representatives of the State office, and the spot check must include at least one farm checked by each performance reporter. The sample may be made up of a different percentage of farms as between counties, depending upon the apparent need in each case.

The recheck of a farm shall include the checking of (1) every field on the farm with respect to the classification of crops and land uses; (2) the boundary and dividing lines drawn in by the reporter (as to location, where enlargements of aerial photographs or plane-table maps are used, and as to measurement, where the chain method of checking performance is used); and (3) acreages computed by the reporter. Items (2) and (3) need be checked on only a sufficient number of fields or plots to enable the performance reviewer to determine whether the reporter is qualified to check performance.

It will also be the responsibility of the reviewer to advise the secretary of the county agricultural conservation association regarding the acceptability of the work of each reporter; that is, whether he (1) is qualified, (2) needs additional training, or (3) should be dismissed. If the reviewer finds that the reporter needs additional training, the county performance supervisor should be instructed to keep a careful check on the work of such reporter until it is determined that he fully understands the method of checking and reporting performance or it is found that he is not capable of performing the work. If the reviewer finds that the reporter is not qualified to perform the duties of a reporter, he should request the secretary of the county association to discontinue the services of such person at once and should instruct the secretary to have a qualified reporter recheck performance on all farms checked by the person who is being dismissed.

The employees in the county office should not be allowed to select the farms to be rechecked, but in all cases the reviewer should use some systematic method of selecting such farms. Where performance is checked by the use of enlargements, it is suggested that at least one farm covered by the first enlargement issued to the reporter in question be rechecked. As a rule the reviewer should not recheck farms which were rechecked under the 1938 program (if he can determine which farms were so rechecked), unless there is some question regarding performance on such farms in 1939. At least one farm owned or operated by each county committeeman should be rechecked.

Before determining which farms are to be rechecked on second and subsequent visits to a county, the county office copies of all Forms SRM-319

previously prepared should be examined by the reviewer in order that a further check may be made on the work of reporters for whom additional training was recommended and in order that no farm checked by a qualified reporter will be rechecked twice.

When a reviewer goes to the field to recheck a farm, he should secure from the county office the enlargement or map covering such farm, together with the Forms SR-312 and SR-312A prepared for such farm.

Form SRM-319, "Performance Recheck Report" shall be prepared in duplicate by the reviewer for each farm which he rechecks. The original of the form shall be sent to the State office and the copy handed or forwarded to the secretary of the county association.

Form SRM-319 shall be prepared as follows:

Heading: Enter in the space provided the names of the State and county.

Enter in the space provided the name of the performance reporter whose work is being rechecked.

Enter in the space provided opposite the words "spot check" the word "First", "Second" etc. to indicate whether the spot check being made at that time is the first, second, etc. recheck of the work of the reporter in question in 1939.

Enter in the space provided the number of farms checked to date by the reporter.

Section I:

Enter in the spaces provided the farm serial number, the name of the farm operator, the number(s) of the enlargement(s) covering the farm, and the number of fields in the farm.

Section II:

For each field (including land tilled in 1939 or tilled in regular rotation, commercial orchards, noncrop open pasture land, and any other land on which an approved soil-building practice is carried out) which was not correctly reported by the reporter, enter in column 1 the field number, in column 2 the original classification, and in column 3 the correct classification. This will include cases where the reporter failed to report a given field as well as cases where he made an error in classifying the crop or land use of a field.

Enter in the space provided at the foot of column 3 the number of fields incorrectly reported.

Section III:

For each boundary or dividing line which is rechecked, enter in column 1 the field numbers between which such line is located; in column 2 the end (south, northwest, etc.) of the line where measurement is made; 1/ in column 3 the original measurement (determined by measuring on the enlargement) and in column 4 the correct measurement (determined by measuring on the ground) from the nearest feature which can be identified on the enlargement to the designated end of the boundary or dividing line; 2/ and in column 5 the amount of error, if any (which will be the difference between the original measurement and the correct measurement).

Enter in the spaces provided the totals of the various columns. The total of column 2 will be the number of points checked (or lines checked, where the chain method of checking performance is used).

Section IV:

For each acreage which is rechecked, enter in column 1 the field number, in column 2 the name of the crop or land use, in column 3 the original measurement, in column 4 the correct measurement, and in column 5 the amount of error, if any (which will be the difference between the original measurement and the correct measurement). The acreages rechecked will consist mainly of cases where terraces are considered as being devoted to one crop or land use and the land between the terraces is considered as being devoted to another crop or land use, and cases where small plots which are too small to be properly identified on the enlargement are devoted to a different crop or land use from the main crop in the field.

Enter the totals of the various columns in the spaces provided. The total of column 2 will be the number of acreages rechecked.

Section V:

The reviewer shall indicate in Section V whether, in his opinion, the reporter in question is qualified, needs additional training, or should be dismissed. The space for remarks should be used to indicate any special points relative to the work of the performance reporter which are not covered in Sections II, III, and IV of the form.

After the form has been completely executed, the reviewer shall sign his name and enter the date thereof in the spaces provided.

The first reviewer to visit a given county in 1939 should check the work of each planimeter and rotometer operator. It is not necessary that the acreages recomputed be on farms rechecked in the field by the reviewer.

1/ In counties where the chain method of checking performance is used, the location of the line rechecked will be entered.

2/ In counties where the chain method of checking performance is used, column 3 will show the original measurement of the boundary or dividing line and column 4 will show the correct measurement.

If unacceptable work is found, it will be the duty of the reviewer to recommend to the secretary of the county association whether the employee in question should be dismissed or should be given further training.

Before leaving a county, the reviewer should forward to the State office the original of all Forms SRM-319 prepared by him during that visit, together with a special confidential report calling attention to any unusual procedure or practice which the reviewer finds in the county. One copy of the special report should be mailed by the reviewer to the Director of the Southern Division, Agricultural Adjustment Administration, Washington, D. C.

A Form SRM-320, "Performance Spot-Check Summary", covering all first spot checks, another covering all second spot checks, etc., shall be prepared in duplicate in the State office for each county as follows:

Enter in the space provided in the upper right corner the names of the State and County.

Enter in the space provided opposite the words "spot check" the word "First", "Second", etc. to indicate which spot check is being recorded on the summary in question.

Summarize the indicated information from all Forms SRM-319 for the spot check in question for each performance reporter and enter such data on a single line on Form SRM-320 as follows:

Enter in column 1 the name of the reporter.

Enter in column 2 the number of farms rechecked, which will be the total number of Forms SRM-319 from which data are taken.

Enter in column 3 the number of fields rechecked, from Section I of Form(s) SRM-319.

Enter in column 4 the number of fields incorrectly reported by the reporter, from column 3, Section II of Form(s) SRM-319.

Enter in column 5 the percentage of fields incorrectly reported by the reporter, determined by dividing the entry in column 4 by the entry in column 3.

Enter in column 6 the number of points rechecked on boundary and dividing lines, from column 2, Section III of Form(s) SRM-319.

Enter in column 7 the correct measurement with respect to points rechecked on boundary and dividing lines, from column 4, Section III of Form(s) SRM-319.

Enter in column 8 the amount of error made by the reporter in locating the points rechecked on the boundary and dividing lines, from column 5, Section III of Form(s) SRM-319.

Enter in column 9 the percentage error made by the performance reporter in locating points on the boundary and dividing lines, determined by dividing the entry in column 8 by the entry in column 7.

Enter in column 10 the number of acreages computed by the reporter which were rechecked, from column 4, Section IV of Form(s) SRM-319.

Enter in column 11 the amount of error made by the reporter in computing acreages, from column 5, Section IV of Form(s) SRM-319.

Enter in column 12 the percentage error made by the reporter in computing acreages, determined by dividing the entry in column 11 by the entry in column 10.

Enter in the respective column 13, 14, or 15 a check mark to indicate whether the reporter is qualified, needs additional training, or should be dismissed, from Section V of Form(s) SRM-319.

Enter in column 16 the number of performance reports rejected. This will be the number of farms checked by the reporters who are shown in column 15 to be unqualified for checking performance and will be taken from the upper right corner of the related Form(s) SRM-319.

The State office should make certain that the work of each reporter employed in a county in 1939 is rechecked. This may be determined by comparing the names appearing on the Form SRM-320 covering the first spot-check in the county with the names of reporters appearing on the payrolls submitted from the county.

As soon as the spot-check work has been completed for a county and all data have been posted on Forms SRM-320, total columns 2,3,4,6,7,8,10, 11, 13, 14, 15, and 16, and enter the average percentages in the total line of columns 5, 9, and 12. The totals of columns 13, 14, and 15 will be the number of check marks entered in the respective columns. The percentage figure to be entered in column 5 will be the result obtained by dividing the total of column 4 by the total of column 3; the figure to be entered in column 9 will be the result obtained by dividing the total of column 8 by the total of column 7, and the figure to be entered in column 12 will be the result obtained by dividing the total of column 11 by the total of column 10.

The original Form SRM-320 shall be retained as a permanent record in the State office and the copy shall be forwarded to the county office.

Instructions for summarizing the information on Forms SRM-320 for a report to this Division will be issued at a later date.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

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Enter in column 9 the percentage error made by the reporter in locating points on the boundary and dividing lines, determined by dividing the entry in column 8 by the entry in column 7.

Enter in column 10 the number of acreages computed by the reporter which were rechecked, from column 2, Section IV of Form(s) SRM-319.

Enter in column 11 the correct measurement of the acreages rechecked, from column 4, Section IV of Form(s) SRM-319.

Enter in column 12 the amount of error made by the reporter in computing acreages, from column 5, Section IV of Form(s) SRM-319.

Enter in column 13 the percentage error made by the reporter in computing acreages, determined by dividing the entry in column 12 by the entry in column 11.

Enter in the respective column 14, 15, or 16 a check mark to indicate whether the reporter is qualified, needs additional training, or should be dismissed, from Section V of Form(s) SRM-319.

Enter in column 17 the number of performance reports rejected. This will be the number of farms checked by the reporters who are shown in column 16 to be unqualified for checking performance and will be taken from the upper right corner of the related Form(s) SRM-319.

The State office should make certain that the work of each reporter employed in a county in 1939 is rechecked. This may be determined by comparing the names appearing on the Form SRM-320 covering the first spot-check in the county with the names of reporters appearing on the payrolls submitted from the county.

As soon as the spot-check work has been completed for a county and all data have been posted on Forms SRM-320, total columns 2, 3, 4, 6, 7, 8, 10, 11, 12, 14, 15, 16, and 17, and enter the average percentages in the total line of columns 5, 9, and 13. The totals of columns 14, 15, and 16 will be the number of check marks entered in the respective columns. The percentage figure to be entered in column 5 will be the result obtained by dividing the total of column 4 by the total of column 3; the figure to be entered in column 9 will be the result obtained by dividing the total of column 8 by the total of column 7, and the figure to be entered in column 13 will be the result obtained by dividing the total of column 12 by the total of column 11.

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A. J. ...
Director, ...

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

Procedure to be Followed in Connection with Loans to be Made by the Farm Security Administration to Enable Producers to Carry Out Approved Soil-Building Practices under the 1939 Agricultural Conservation Program. (Applicable only to Farm Security Administration Region No. 12 in Oklahoma and Texas.)

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I. Introduction. Arrangements have been made with the Farm Security Administration relative to making loans to producers participating in the 1939 Agricultural Conservation Program for the purpose of purchasing materials to be used in carrying out approved soil-building practices. It appears that there will be sufficient funds within reasonable limits with which to take care of all applicants who are eligible for these loans.

II. Eligibility. Loans will be made only to producers who meet the following qualifications:

- A. Producers who without such a loan would be unable to participate in the 1939 Agricultural Conservation Program because of inability to finance the purchase of materials necessary to carry out soil-building practices to prevent wind-erosion - that is, producers who do not have funds of their own with which to finance purchases of such materials and for whom private financing is not available.
- B. Producers certified by the county committee from the standpoint of character and integrity.
- C. Producers who agree to use the full amount of the loan for the purchase of materials to be used in carrying out approved soil-building practices for the prevention of wind erosion under the 1939 Agricultural Conservation Program.

- D. Producers who have not executed and agree not to execute an assignment of their payment other than to the Farm Security Administration.

III. Size of Loans. The amount of the loan recommended by the county committee shall not exceed:

- A. 60 percent of the estimated maximum payment with respect to the farm in excess of any amount shown on the register of indebtedness; or
- B. 100 percent of the estimated cost of materials to be purchased and used in carrying out the intended soil-building practices for the prevention of wind erosion, whichever is smaller.

IV. Investigation of Applicants. It is not anticipated that the Farm Security Administration will make an investigation of each case. The determination of whether or not the loan is made will depend largely upon the report made by the county committee. Therefore, care should be taken in recommending these loans.

V. Terms and Security. The notes covering these loans will be payable upon demand with interest at 5 percent during the effective period of the loan. (Loans are expected to mature February 1, 1940.) As security for the loan the producer will be required to assign the amount of the loan to the Farm Security Administration on Form ACP-69.

VI. Forms. Each State office has been furnished, for distribution to the county offices, a supply of Form ACP-72 and the Farm Security Administration will furnish the county offices through the local Farm Security Administration supervisor the following forms to be used in connection with these loans:

- A. Form FSA-FI-5 or FSA-FI-5 Revised, "Public Voucher".
- B. Form FSA-RR-15, "Loan Agreement and Request for Funds".
- C. Form FSA-LE-31B, "Promissory Note".

VII. Procedure for Executing Forms. Each producer who applies for a loan must have filed for his farm a Form SR-101 (or SR-301) prior to the closing date.

The county committee will fill out Form ACP-72, "Farm Security Administration Loan Report", in quintuple to be distributed as indicated at the bottom of the form. On this form the county committee will indicate the maximum soil-depleting acreage allotment payment, the maximum payment with respect to soil-building practices, the maximum total payment for the farm which is the payment for the farm for full performance under the 1939 Agricultural Conservation Program, and the soil-building goal. The county committee will also indicate in the spaces provided on the form all of the approved soil-building practices which the producer

intends to carry out in 1939, showing the amount of materials (including seed and tractor fuel and oil) to be purchased for such practices and the estimated cost of such materials. At the bottom of this form the county committee will indicate its recommendation and approval with respect to the amount of the loan. Form ACP-69 will also be executed in accordance with instructions in ACP-70 (with two copies for the Farm Security Administration).

Each producer applying for a loan will execute in the county agricultural conservation association office and file with the county committee the three FSA forms indicated above in accordance with instructions to be supplied by the Farm Security Administration. After these forms are executed the county office will forward the complete file (Forms FSA-FI-5 or FSA-FI-5 Revised, FSA-RR-15, and FSA-LE-31B, two copies of Form ACP-69, and the original and one copy of Form ACP-72) for each case to the local Farm Security Administration supervisor who will in turn forward them to the Regional Office of the Farm Security Administration. Upon approval of the loan by the Farm Security Administration, the check will be mailed to the local Farm Security Administration supervisor for delivery to the producer.

The remaining copies of Form ACP-69 will be handled in accordance with instructions in ACP-70 and the remaining copies of Form ACP-72 in accordance with instructions printed at the bottom of the form.

VIII. Rejection of Loans. The Farm Security Administration will reserve the privilege of rejecting applications, but it is anticipated that rejections will be limited to applications from producers to whom it has previously made loans and with whom it has had unsatisfactory experiences.

IX. Exchange of Lists of Local Offices. Each State Administrative Officer in Charge will be supplied by the Farm Security Administration Regional Office for Region 12 located at Amarillo, Texas, with a list of the names and addresses of each local Farm Security Administration supervisor with the territory served by each. Each State Administrative Officer in Charge will furnish the Amarillo office of the Farm Security Administration with a list of the county offices which are included in Region 12.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

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It is to be noted that the above is a summary of the results of the investigation and is not intended to be a final report. The results of the investigation are given in the following table and the results of the investigation are given in the following table.

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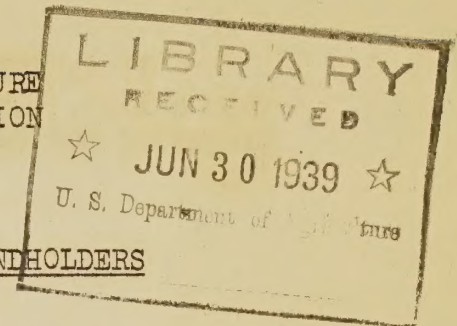
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W. B. Ruggles
June 1, 1901
New York, N. Y.

Issued June 16, 1939

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION



PREPARATION OF INDEX CARDS FOR MULTIPLE LANDHOLDERS

Since it is necessary under the 1939-1940 Cotton Marketing Quota Program that the county offices have a list of all farms in which each producer is interested in the county before marketing cards may be issued to such producer and since the same information will be required in connection with applications for payment under the 1939 Agricultural Conservation Program, it will be necessary that each county office have a list of all producers who are interested in more than one farm in the county.

If the county office does not already have such a list, it would seem that the preparation thereof could best be accomplished in the following manner:

- (1) Prepare a small card (or slip of paper) for the farm operator and a similar card for the farm owner in connection with each Form SR-301, "Farm Work Sheet," (or Form SR-101, if Form SR-301 has not been prepared), showing the name and address of such producer and the farm serial number.
- (2) Arrange the cards in alphabetical order by producers' names.
- (3) Prepare a list (or a card file) of all such farm operators and farm owners for whom more than one card was executed, listing thereon the producers' names and addresses and the farm serial numbers of all farms in which such persons are interested in the county. The list should be supplemented by the names of any tenants or sharecroppers who are known (or found on the performance reports) to be interested in more than one farm in the county.
- (4) Circle on the list of farms in which a multiple landholder is interested, the farm serial number of any farm which is rented by such multiple landholder to another person for cash, standing, or fixed rent.

It is believed that a card file would be more satisfactory than a list, since it would be easier to keep the file up to date by preparing new cards when corrections or changes occur from year to year.

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Director, Southern Division.